

November 8, 2023

2024 CDBG Application Training

Please sign in using the chat feature.



OKLAHOMA





AGENDA

Application Overview

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Application Overview



CDBG DETAILED LINE ITEM BUDGET

[NEXT](#) [CHECK GLOBAL ERRORS](#)

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

	CDBG Funds	Leverage Source 1	Leverage Source 2	Leverage Source 3	Leverage Source
Itemized Description of Construction Activity:	CDBG Grant				
Total Construction/Activities:					
Professional & Non Construction					
Engineering/Architect Funds					
Inspection Funds					
Other					
Total Professional & Non Const:					
Administrative Costs					
Activity Delivery Funds					
Total Administration/Activity Delivery					
Planning (CIP Participants only)					
Total Project Costs:					

CDBG WATER WASTEWATER RATE STRUCTURE

[NEXT](#) [CHECK GL](#)

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

a. Water Rates

Residential:

Minimum bill for gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons

b. Sewer Rates

Residential:

Minimum bill for gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons

c. Total Water and Sewer Rates

Residential:

Minimum bill for gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons
Next gallons for per gallons

UPLOADS (APPLICATION)

Instructions:
Upload a file and complete the description, click **Save**
To remove a file, select the DELETE checkbox, clear the description, and click **Save**.

Refer to your complete application packet for guidance on up-loadable attachments.

Description	File
<input type="text"/>	<div><div>Browse...</div>No file selected.</div>
<input type="text"/>	<div><div>Browse...</div>No file selected.</div>
<input type="text"/>	<div><div>Browse...</div>No file selected.</div>
<input type="text"/>	<div><div>Browse...</div>No file selected.</div>
<input type="text"/>	<div><div>Browse...</div>No file selected.</div>

Application Notes

Expectations from ODOC Planners

- What are we looking for? What do we expect?
 - ❖ Complete review of the CDBG set-aside Guidance before starting the application.
 - The Guidance gives instructions on how to complete the application.
 - ❖ Planners can assist with questions before application submission.
 - ❖ Complete Applications.

Common Issues: Application Guidance



Common Issues

- Failed Threshold
- Engineering Reports
 - ❖ Planners cannot review the engineering report prior to application submittal.
 - ❖ Engineer's Report cannot be more than a year old.
 - ❖ Engineering Reports must be signed, sealed and dated by a professional engineer licensed to work in Oklahoma.
 - ❖ Cost Estimates alone are not acceptable, must be accompanied by an Engineering Report.
- Audit-
 - ❖ Audits must be submitted per Application Guidelines—no exceptions.
- Surveys
 - ❖ Copy of the Original Survey Sheets must be submitted with Survey Map and Random Number Table provided by ODOC/CD.
 - ❖ If the potential project serves more than one community, all communities must be surveyed that benefits from a project.
 - ❖ Survey cannot include businesses, churches, schools, or any other non-residential entity.
- Citizen Participation
 - ❖ Make sure that the Citizen Participation Plan corresponds to the proper CDBG set-aside.
 - ❖ The Citizen Participation Plan requires a Town/City/County seal or notarization that includes the signature and date of the chief elected official.

Common Issues (continued)

- Resolutions must have Town/City/County seal and/or notary seal that must be signed and dated by the chief elected official.
- Public Hearing Posting no less than 7 WORKING DAYS.
- Leverage-Available at time of application submittal and commitment letters must accompany application.
- Application Summary must address, in detail, the project description including the need for the project and beneficiaries of the project
- \$2,000 of CDBG funds requested for each beneficiary (person).
- W-WW Construction Permit Letters cannot be greater than one year old.
- Consent Order must be for the project to be funded.
- Project must be one project.
- Last minute application submissions.

Additional CDBG Program Information



- **Language Access Plan**: Although the Language Access Plan does not currently impact the CDBG program, it is good to be informed for the future. A **Language Access Plan** outlines efforts to improve access for limited English proficient (LEP) individuals – people whose primary language is not English and who have limited ability to read, speak, write, or understand English. The Oklahoma Department of Commerce’s Language Access Plan can be found at [Consolidated Plan FY 2024 - 2028 Citizen Participation Plan \(okcommerce.gov\)](#)

- **Contractual Requirements**: Neither COGs nor grant administrators should enter into any contract or agreement for grant services with a community prior to CDBG award. This includes charging any fees to assist in preparing a CDBG application. Incorrectly entering into a contract for administrative services or charging fees for application services before the community receives an award could result in costs being determined as ineligible.

CDBG Set Aside Application Due Dates



2024 CDBG Application Due Dates

CDBG REAP	February 29 th
Community Revitalization	March 29 th
WW-Engineering	May 3 rd
WW- Construction	May 3 rd
Small Cities	June 14 th
Capital Improvement Planning	July 12 th
Economic Development Infrastructure Financing	Continuous



Questions?

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Contacts

Planner Information and **CHANGE** in Audit Contact

Contacts

- **Kellon Dixon**, Director of Programs Planning (CDBG) kellon.dixon@okcommerce.gov or (405) 215-5626
- **Mike Sexton**, mike.sexton@okcommerce.gov or (405) 815-5189 or (800) 879-6552 x5189
 - ✓ CDBG CIP
- **Karen Adair**, karen.adair@okcommerce.gov or (405)-764-5164
 - ✓ CDBG REAP
 - ✓ CDBG Revitalization
 - ✓ CDBG Small Cities
 - ✓ CDBG W/WW Construction
 - ✓ CDBG Economic Development
- **Charlotte Conant**, charlotte.conant@okcommerce.gov or (405)-215-1834
 - ✓ CDBG W/WW Engineering
- **Audit Questions**, 800-879-6552 and ask for Financial Services